

## CHAPTER 5. STAFF DUTIES

### A. INTRODUCTION

1. This chapter contains a generic letter of appointment for all staff officers. It is designed to accommodate flotillas with sophisticated equipment and those without much equipment. The letter appoints the staff officers to specific jobs; directs them to this chapter in this manual to review their duties; identifies the VFC as their staff supervisor; directs them to maintain and pass on necessary records; strongly directs accurate on time reporting; and encourages coordination with their Division counterpart.
2. Note that *References* are provided for the job. These will give the new staff officers a starting place to hone their skills. This should prove valuable to the flotilla. It has been found that in some cases, staff officers and/or elected officers did not know job specific publications existed in their areas. Note also that in all cases the Auxiliary Web Site is provided as a reference. This can be used as a source of information and a place to discuss problems and share solutions with other flotillas.
3. The listed duties touch on all the major and most minor aspects of the particular FSO job. The duties are listed in three parts: DUTIES: those which should be required of all FSOs in that function; and SUGGESTED ADDITIONAL DUTIES, which are in turn, broken down into GENERAL DUTIES, and SPECIFIC DUTIES. These suggested additional duties are optional, but would be appropriate depending upon the programs pursued by the flotilla in that function. The Flotilla Commander should identify those additional duties desired in the appointment letter for the individual FSO. With the duties listed and the full use of the references and the AUXMAN the FSO should have an adequate base to perform the mission. The FSO only needs to add study and enthusiasm and shake well to make an outstanding FSO.
4. As a result of a continuous evolutionary process, there have been name and duty changes in some FSO jobs from their previous designations to more appropriately reflect new functions or concepts in the jobs. These new designations will be reflected in Auxiliary publications issued subsequent to the issuance of this Flotilla Procedures Manual.

\* \* \*



DATE. \_\_\_\_\_

**SUBJECT: Staff Officer appointment.**

**TO: \_\_\_\_\_**

**1. I appoint you the Flotilla \_\_\_\_\_ Officer (FSO— \_\_\_\_\_)**  
**This appointment is authorized by The Auxiliary Manual, COMDTINST M16790.1**  
**(Series),**

**2. A list of your duties and responsibilities is available in Chapter 5, Flotilla Procedures Manual. Review your duties as soon as possible. If you have any questions consult with the Vice Flotilla Commander or me.**

**3. Your immediate staff supervisor is the VFC. Communicate with the VFC and fellow staff officers to insure that your program is implemented and run in an effective manner. Maintain open communications with your Division staff counterpart for coordination and technical assistance.**

**4. Attend all Flotilla meetings. If you are unable to attend notify the VFC in advance to coordinate your report to the members.**

**5. You are to maintain the necessary records required by your job. These records, property and any associated job publications will be passed to your future successor. This is necessary to insure continuity in your area of responsibility.**

**6. Know the reports required in your area. The Auxiliary Member Forms Guide, ANSC 2005 is an excellent source document. Ensure that reports are complete and submitted on time. These reports are the only contact some offices have with our Flotilla. Lets make sure they know they are dealing with an outstanding flotilla.**

**7. I am looking forward to your valuable contribution toward an excellent year for this Flotilla.**

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**Flotilla Commander**



## **Aids to Navigation Officer (FSO-AN)**

Ref.: Aids to Navigation Report (CG-5474)(ANSC 7054)  
USCG AUX.-NOS. Coop. Chart Updating Program (NOAA Form 77-5)(ANSC 7037)  
AUX ATON Instruction (CI 16500.16A) (ANSC 8059)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff supervision and responsibility for chart updating patrols, verification of private aids to navigation and the prompt reporting of discrepancies in aids to navigation (ATON) using Aids to Navigation Report (ANSC 7054), chart discrepancies and chart updating information using NOAA Form-77 (ANSC 7037), and to inform flotilla members of all developments.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Aids to Navigation Officer (SO-AN) and submit a monthly activity report. Also, advise the District Aids to Navigation Officer (DSO-AN), via the SO-AN, by 1 October each year of changes desired on chart distribution.
- d. Coordinate and cooperate with the FSO-OP to ensure that every deployment of an operational facility for chart updating, inspection of private aids to navigation, and others, are performed under Coast Guard patrol orders.
- e. Foster interest for members to maintain their own navigational publications in an up-to-date condition.
- f. Additional duties of your office include, but are not limited to, the attached.

### **SUGGESTED ADDITIONAL AIDS TO NAVIGATION STAFF OFFICER DUTIES**

#### **GENERAL DUTIES ARE:**

- a. Establish and maintain contacts with local Coast Guard units for the purpose of establishing and maintaining auxiliary ATON patrols as well as rendering assistance and/or transport for Coast Guard personnel for emergency ATON servicing. All such activity must be performed under Coast Guard patrol orders.
- b. Cooperate with other agencies in chart updating.

- c. Be familiar with the contents of the Aids to Navigation and Chart Updating Manual.
- d. Submit special investigation reports as requested.
- e. Record and maintain flotilla charts received through the automated chart distribution system.
- f. In cooperation with the Member Training Staff Officer (FSO-MT) and the Operations Staff Officer(FSO-OP), participate in any required operations seminar. Also, develop and supervise training programs to establish member proficiency in chart updating activities.

**SPECIFIC DUTIES ARE:**

- a. Ensure that flotilla members are equipped for, and are aware of, the requirements and procedures for chart updating, reporting of aids to navigation discrepancies, and inspection of private aids while on safety patrols.
- b. Ensure that all private aids to navigation that have been assigned to the flotilla for inspection are inspected when required. Coordinate with the FSO-OP for any vessel facilities that may be required. Ensure that all required reports are promptly submitted.
- c. In coordination with the FSO-MT, plan and provide ATON and Chart Updating training sessions to members of the flotilla.
- d. Coordinate with FSO-MT to utilize special chart updating patrols as member training sessions for any needed on-the-water training.
- e. Submit a monthly activity report to the SO-AN no later than the 15th of each month. This report will include:
  - 1. The number of flotilla ATON/CU reports submitted during the previous 30 days.
  - 2. Number of members submitting reports.
  - 3. Number of special investigations conducted.
  - 4. Number of training sessions and/or workshops conducted.

## **Career Counselor (FSO-CC)**

Ref. Career Candidate Officer Guide (M1100.4 series) (ANSC 5013)  
AIM Application/Medical Release (CGAUX-10) (ANSC 7049)  
AIM Candidate Travel Worksheet (CGAUX-20) (ANSC 7022)  
Auxiliary Web Site (<http://www.cgaux.org>)  
Coast Guard Academy Web Site (<http://www.dot.gov/dotinfo/uscg/hq/uscg>)  
Coast Guard Academy Team Eagle WEB Site (<http://www.cgatenews.com>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over the flotilla Academy Introductory Mission Program (Project AIM) and the Recruitment Assistance Program (Project RAP), and keep flotilla members informed of all developments in these programs.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Career Counselor Staff Officer (SO-CC) for Projects AIM and RAP.
- d. Effectively implement AIM and RAP in accordance with prescribed procedures.
- e. Cooperate with the FSO-PA in publicizing Projects AIM and RAP.

### **SUGGESTED ADDITIONAL CAREER COUNSELOR STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Create and maintain a follow-up program of persons sponsored during the AIM program to encourage them to take the entrance examinations and other steps necessary to apply for admission to the Academy, and stay in contact with those admitted to the Academy during their attendance at the Academy.
- b. Assist the Coast Guard cadet procurement officer with an introduction to student guidance counselors in high schools.
- c. Submit articles to the district and division publications concerning AIM and RAP activities to keep the membership informed.
- d. Be thoroughly familiar with Coast Guard recruiting programs and procedures.

- e. Visit high school counselors with the area Coast Guard recruiter.
- f. Interview prospective Coast Guard enlistees and refer them to the nearest Coast Guard recruiting officer.
- g. Follow-up on unsuccessful Academy candidates for possible enlistment or application to the officer candidate school.
- h. Report to the Flotilla Vice Commander and SO-CC monthly on progress and activities in Projects AIM and RAP.

**SPECIFIC DUTIES:**

- a. Make a minimum of two visits to each high school for which the flotilla has responsibility. The goal is to inform as many qualified students as possible of the Coast Guard, the Coast Guard Academy and the Coast Guard AIM Program.
- b. A visit is to be made after the start of the new school session (September) to meet the career counselors and become aware of any career programs planned by the school. The flotilla should participate in all programs where possible, and members of the flotilla are to assist as required.
- c. Another visit is to be made prior to the active solicitation period for AIM Applicants (January/February). The purpose of this visit is to talk to as many potential applicants as possible to explain the program. Again, members of the flotilla should assist as required.
- d. Ensure that Mission Activity Reports (CGAUX-26, ANSC 7030) are properly submitted and that the FSO-PA is advised of all school visits.



## **Communications Officer (FSO-CM)**

Ref: Auxiliary Radio Facility Inspection Report (CGAUX-2736A) (ANSC 7004)  
Auxiliary Operations Policy Manual (M16798.3 Series) (ANSC 2007)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to flotilla communications, and keep flotilla members informed of all developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities within your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Communications Staff Officer (SO-CM) in planning, organizing and implementing the flotilla's communication activities.
- d. Ensure that every activation of an Auxiliary Radio Facility is under Coast Guard orders.
- e. Inspect fixed land and land mobile radio facilities if qualified as a Communications Specialist.
- f. Encourage the obtaining of additional radio facilities.
- g. In cooperation with the Flotilla Member Training Staff Officer (FSO-MT), encourage increased member participation in communications training and qualification as Communications Specialists.

### **SUGGESTED ADDITIONAL COMMUNICATIONS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- h. Submit articles to the flotilla and division publications when deemed necessary or when requested in order to keep the members updated.
- i. Encourage the use of radio facilities and promote participation in communication drills.
- j. Work with the Division Staff Officer for Communications (SO-CM) in planning, organizing, directing, and controlling Auxiliary communications activities.
- k. In coordination with the Member Training Staff Officer (FSO-MT) and the Operations Staff Officer, participate in any required operations seminar. Also, develop and supervise flotilla training exercises in search and rescue communications for vessels and aircraft.

1. Maintain an up-to-date list of communications specialists.
- m. Work with the Operation Staff Officer and local Coast Guard radio stations toward the provision of qualified Auxiliarists for the standing of communications watches, telephone watches, etc.

**SPECIFIC DUTIES:**

- a. Maintain and publish an up-to-date emergency telephone "calling tree" for member alerting.

## **Communication Services Officer (FSO-CS)**

Ref: *How to Bring Up an Auxiliary Website* document posted on the Auxiliary National Web Site, <http://www.cgaux.org/>. (Currently on the Information Services Department page of the Auxiliary National Web Site.)  
NACO's *Auxiliary Web Policy* letter posted on the Information Services Department page of the Auxiliary National Web Site.  
Auxiliary Internet Resources (AIRS) site at <http://209.41.115.186/airs/>.  
"C" school, Aux-04: Distance Learning Education Technology, offered for training of persons assigned CS duties. Information on the school is available on the Training Department page of the Auxiliary National Web Site. Or see <http://coetechnology.okstate.edu/cgaux/> or Office of Auxiliary Web Site <http://www.uscg.mil/hq/g-o/cgaux/default.htm>.  
Auxiliary National Web Site (<http://www.cgaux.org>).

### **DUTIES**

- a. Exercise staff responsibility and supervision over electronic communication services for the Flotilla. Keep the Flotilla informed of all developments in these areas.
- b. Unless otherwise directed, create and maintain a Flotilla website that is in full compliance with Auxiliary web policies.
- c. Maintain personal e-mail and Internet access. Be registered in the national e-mail directory and keep your registration information up-to-date.
- d. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the Flotilla.
- e. Facilitate the information relay process between those members who have e-mail and World Wide Web access capabilities and those members who do not yet have such access to electronic media.
- f. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.
- g. Serve as Flotilla WebWatcher. Monitor all Auxiliary E-mail NETs and the Auxiliary national website (CGAUXWEB) for important information. Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.
- h. Regularly monitor your local district, division and flotilla websites for official information posted for members by elected or staff officers.

- i. Regularly attend flotilla meetings and report on official information obtained from the web to members who do not have access to electronic media.
- j. Maintain close liaison with the Division Communication Services Officer (SO-CS) and provide a monthly activity report to the SO-CS.
- k. Upon expiration of your term of office, or when so directed by the Flotilla Commander, transfer all property and records of the office as well as the Flotilla website to your successor.

## **Finance Officer (FSO-FN)**

Ref: Financial Report of Auxiliary Unit (CGAUX-23) (ANSC 7025)  
Chapter 1, Appendix 1C, of this manual.  
Flotilla Standing Rules, ARTICLE VIII – Finances  
Auxiliary Manual, Chapter 5.  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all flotilla financial matters and keep flotilla members informed of developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Finance Staff Officer (SO-FN).
- d. Keep complete and understandable records of all receipts, disbursements, and other financial transactions.
- e. Prepare an annual budget for review by the Budget Committee and approval of the flotilla.
- f. Render financial reports at flotilla meetings and as otherwise required and encourage prompt payment of all obligations.
- g. Under the supervision of the Flotilla Commander, you shall receive and pay out all moneys of the flotilla, from an account set up in the name of the flotilla, in accordance with the Standing Rules.

### **SUGGESTED ADDITIONAL FINANCE STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Promptly mail out statements as specified in the flotilla's Standing Rules and collect dues from members.
- b. Ensure prompt payment of division dues and /or any other obligations as authorized and approved by the flotilla budget, by the Flotilla Commander as permitted by the Standing Rules, or by approval voted by the flotilla.
- c. Report monthly to the Flotilla Commander and Vice Commander on activities and progress in carrying out these duties.

- d. Actively take part in the planning and execution of seminars, workshops, forums, and panel discussions.
- e. Provide data and ensure that the annual unit audit is performed and that the Financial Report of an Auxiliary Unit, CGAUX-23 (ANSC 7025), is completed and forwarded as required.

## **Information Systems Officer (FSO-IS)**

Ref: Auxiliary Member Forms Guide, COMDTINST 16790.2 (series) (ANSC 2005)  
*(future editions of this guide will not be printed after 1998, the Auxiliary Web Site will contain the most current version of Auxiliary forms. SWIII Jet Forms Filler will also contain current version of Auxiliary forms)*  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the collection, recording, and forwarding of the flotilla's AUXMIS data, and keep members informed of all developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Information Systems Staff Officer (SO-IS) in order to ensure proper credit is received for the members' and flotilla's activities.
- d. Coordinate and cooperate with the Flotilla Vessel Examination Staff Officer (FSO-VE), Flotilla Public Education Staff Officer (FSO-PE), Flotilla Operations Staff Officer (FSO-OP), Flotilla Member Training Staff Officer (FSO-MT), and Flotilla Personnel Services Staff Officer (FSO-PS), so that they are kept advised of the progress in each of their areas of responsibility.

### **SUGGESTED ADDITIONAL INFORMATION SYSTEMS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- e. Be knowledgeable of the contents of the Member AUXMIS Users Guide, COMDTINST M16790.2 (series) and the procedures for members to follow when submitting AUXMIS-related forms. Continuously monitor Auxiliary Web Site for updated forms.
- f. Collect, review, and ensure correctness of all AUXMIS input forms from flotilla members prior to submission to the SO-IS for processing and submission to the Director of Auxiliary.
- g. Provide timely feedback to members on specific information concerning member-initiated errors in order to reduce processing and transaction error recovery time in the Director's office.
- h. Review AUXMIS output reports in a timely manner to ensure that all flotilla members' input data are accurately reflected in the output reports. All variances are to be reviewed with the

SO-IS.

- i. Retain a yearly file of processed data forms to ensure that data reported by members were entered into AUXMIS and as a historical reference file to answer member questions relating to their reported activities.
- j. Conduct training sessions to promote better understanding of AUXMIS and AUXMIS procedures.

**SPECIFIC DUTIES:**

- a. Maintain a system of records to record all activity in each of the Mission Categories to support the Auxiliary Award system. Present at each meeting a report of the attainment in each category as of that date.
- b. Maintain a system to record all member activity in the categories that contribute to any Member Activity Award.
- c. Be prepared to prepare a report, when requested, on member activity in the CME, OP, or PE/MT Programs.
- d. Coordinate with the Flotilla Secretary/Records Staff Officer (FSO-SR) to keep the flotilla roster up-to-date.



## **Materials Officer (FSO-MA)**

**Ref: ANSC Descriptive Listing Catalog with Cross Index and Revision Dates**  
**Includes: ANSC Flotilla Supply Requisition**  
**ANSC Pollution/Environment Awareness Materials Order Form**  
**ANSC Division Supply Requisition**  
**Penalty Mail Supply Requisition**  
**Auxiliary Center (AUXCEN) Catalog**  
**District Materials Center Catalog**  
**Auxiliary Web Site (<http://www.cgaux.org>)**

### **DUTIES**

- a. Exercise staff responsibility and supervision over the procurement of materials including stationery, forms and publications for distribution to the flotilla officers and members and keep flotilla members informed of all developments in this area.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Materials Staff Officer (SO-MA).
- d. Coordinate and cooperate with all staff officers in order to keep them supplied with the items necessary for the performance of their duties.
- e. Maintain and disseminate, as required, listings on supplies and prices thereof, sources available, and information on procurement.
- f. Advise all concerned of any changes or updates to all of the publications and forms.
- g. The FSO-MA is to order material from the ANSC as required and will take orders during the flotilla meeting.



## **MARINE SAFETY AND ENVIRONMENTAL PROTECTION OFFICER** **(FSO-MS)**

Ref: Pollution/ Environment Awareness Materials Order Form (Copies provided to Coast Guard MSO, SO-MA, FC, FSO-MA who are the only ones authorized to requisition these items).  
Auxiliary Web Site (<http://www.uscgaux.org>).

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's role in the Auxiliary Marine Safety and Environmental Protection activity, and keep the Flotilla Commander and members informed of all developments in this area.
- b. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must contain a specific time and place for such activity.
- c. Maintain close liaison with counterpart staff officers at the Division (SO-MS) and District (DSO-MS) levels in order to ensure the proper implementation of Marine Safety and Environmental Protection activities.
- d. Coordinate and cooperate with counterpart flotilla staff officers, particularly the Flotilla Member Training Staff Officer (FSO-MT), the Flotilla Public Education Staff Officer (FSO-PE), the Flotilla Public Affairs Staff Officer (FSO-PA), the Flotilla Operations Staff Officer (FSO-OP), and the Flotilla Communications Staff Officer (FSO-CM), to encourage appropriate outreach and training efforts, particularly any required advance training.
- e. Forward to the SO-MS, as well as to counterparts in other flotillas, such methods, training aids, course material, or other educational or training tools provided which may have division-wide application or be of value to others in the Marine Safety and Environmental Protection activities.

### **SUGGESTED ADDITIONAL FSO-MS DUTIES**

- a. Be prepared to assist others with any workshops, seminars, and training sessions related to Marine Safety and Environmental Protection (MS/MEP) as may be required.
- b. Attend Division Board and Division Staff meetings when requested.
- c. Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts.

- d. Provide augmentation, assistance, and support to:
  - 1. Environmental outreach programs,
  - 2. MS/MEP missions as outlined in the National Program,
  - 3. Emergency planning and response teams, and
  - 4. "Sea Partners" and other outreach and educational programs.
- e. Promote the MS/MEP activities to the flotilla members.
- f. Increase member awareness of the MS/MEP activities.
- g. Develop and participate in projects that will benefit and enhance the MS/MEP activities.
- h. Promote the expansion of MS/MEP education topics into Auxiliary public boating safety education courses.
- i. In coordination with the SO-MS, work with the Marine Safety Office Sea Partners Coordinator, Marine Safety Office Reserve Team Leader, and division and flotilla staff officers to further the Sea Partners program and other MS/MEP public outreach education activities.
- j. Take positive steps to ensure that counterpart staff officers and flotilla staff officers are well trained. Conduct such workshops, seminars, and training programs as may be necessary to ensure that National, District, and Division policies are followed in the MS/MEP activity.
- k. Initiate and maintain contact with your counterpart MS officers within the division and among other flotillas.
- l. Be alert for any reports of problems with supplies from the National Auxiliary Center (AUXCEN) or the Auxiliary National Supply Center (ANSC) that affect your area of responsibility. Bring these matters to the attention of the FC and/or VFC.
- m. Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain a periodic review of achievements, compare with the progress made in previous years, and report their status to the flotilla at each meeting.
- n. As a Flotilla Staff Officer, you are a direct representative of the Flotilla Commander. As such, you are authorized to assist others as may be required.
- o. Should other Auxiliarists be appointed to assist you in your area, you are responsible to the FC for their performance. This responsibility includes assigning specific tasks, requiring reports and following up on their actions. When such assistance is no longer required, or no longer deemed to be effective, you will so advise the FC, via the VFC.

- p. Upon receipt of bulletins, newsletters, or other correspondence from national, area, or district MS/MEP authorities, provide copies or excerpts to personnel requiring such information in the performance of their duties. The purpose of mailings and reports is to ensure the continuity of communications from national to flotilla levels. Provide copies of all mailings and reports to the FC and VFC.
- q. Pass information of widespread interest down to individual members.
- r. Review and track the progress of the flotilla MS/MEP activities. When a weakness is observed, report it to the VFC, and offer appropriate assistance.
- s. When appropriate, prepare correspondence for the FC to use in matters pertaining to the MS/MEP activity.
- t. In coordination with the FSO-PS, and FSO-MT, encourage member interest in the MS/MEP activity through training activities to ensure greater interest and broad member participation.
- u. Promote the presentation of "informal" MS/MEP sessions at flotilla meetings using "In-Flotilla training Topics," COMDTINST M16794.10, or other such material as may be appropriate.
- v. Report in writing to the FC, with copy to the VFC and SO-MS, on the progress in the field of MS/MEP and on the status of the flotilla efforts in this activity area.
- w. Provide copies of your correspondence with MS/MEP contacts to the FC, VFC, and SO-MS on matters concerning their particular area of responsibility or interest.



## **Member Training Officer (FSO-MT)**

Ref: Auxiliary New Member Course Instructor Guide (P16794.39 (series) (ANSC 5025)  
Aux. New Member Course Student Study Guide (P16794.40 (series)) (ANSC 5028)  
Thirty Question Open Book Exam, Course Code 482 series.  
Auxiliary Manual (AUXMAN)  
Various Specialty and Qualification Courses  
Coast Guard Short Term Resident Training Request (CG5223) (ANSC 7059)  
Auxiliary Web Site (<http://www.cgaux.org>)  
COMDTNOTE 1540 listing of all "C" School Training opportunities  
(<http://www.uscg.mil/hq/reserve/pubs/1540/15toc.htm>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla member training program, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Member Training Staff Officer (SO-MT) in order to implement the member training programs established for nation-wide, district-wide, or division-wide use.
- d. Coordinate and cooperate with the Flotilla Vessel Examination Staff Officer (FSO-VE) and Flotilla Public Education Staff Officer (FSO-PE) with respect to courtesy examiner and instructor training. Coordinate with the Flotilla Operations Staff Officer (FSO-OP) to ensure that all boat crew and air operations training is performed under Coast Guard orders.
- e. Foster an interest in enrolling and completing Auxiliary Specialty Courses.
- f. Forward to the SO-MT such methods, training aids, course materials, or other educational tools developed within the flotilla, which may have division-wide, district-wide, or nation-wide application.

### **SUGGESTED ADDITIONAL MEMBER TRAINING STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Be familiar with the contents of the various Auxiliary publications associated with member training.

- b. Aggressively ensure new members receive the New Member Training Course and the Auxiliary Manual (AUXMAN) so they may complete the New Member Training Course without unnecessary time delays. This course must be completed and results forwarded to the Director of Auxiliary along with the membership application and test results.
- c. Conduct and coordinate training sessions on instructor, courtesy examiner, boat crew and specialty training.
- d. Maintain records of individual member qualification and encourage their participation in the various programs in order that they may retain their qualifications.
- e. Encourage a continuous program of retaining the interest of members through training activities to the end that all Auxiliarists will seek a higher level of knowledge in subjects relating to marine safety and other areas. Promote the presentation of "informal" member training sessions at each and every flotilla meeting, utilizing In-Flotilla Training Topics, COMDTINST M16794.10 (Series), or other such material as may be appropriate.
- f. Report monthly to the Flotilla Vice Commander about the progress in the area of member training and on the status of the flotilla training program.
- g. Ensure that all forms relating to member training are correctly and promptly completed and forwarded.
- h. Retain custody of equipment and/or material specifically acquired for the purpose of member training and deliver same to the successor upon assumption of office.

#### **SPECIFIC DUTIES:**

- a. Arrange to monitor the Auxiliary Web Site (AUXWEB) for updates and ideas that apply to member training. If you do not have the capability, arrange for another flotilla member to assist you in this task (FSO-CS if one is designated).
- b. In coordination with the FSO-PE, establish an individual training program for prospective Instructors. As a minimum, this program should include two sessions with the candidate before administering the examination. Each session should be at least 2 hours in duration and would review 3 lessons in the Student Workbook. (The National program calls for six separate sessions.) The Instructor's guide is to be used to assist in the review. Before the qualification paperwork is submitted, in addition to teaching the three hours before a qualified instructor, it is desirable and would be beneficial for the prospective Instructor to serve as an aide in at least three PE classes.
- c. In coordination with the FSO-VE, establish an individual training program for prospective VEs. As a minimum, this program should include two sessions with the candidate before administering the examination. Each session should be at least two hours in duration and would review 3 lessons in the Student Workbook. (The National program calls for six separate sessions.) The Instructor Guide is to be used to assist in the review.



- d. Develop, conduct, and coordinate an active Boat Crew training program. Encourage members taking the Specialty Courses to obtain a firm background in boat operations in support of the Boat Crew program. Coordinate with the FSO-OP and other staff officers as is required for the proper training of members in this program. Arrange for the necessary Qualification Examiners (QEs) when members are ready to demonstrate the required proficiency. The goal should be for each new member to qualify at the crew member level in the first year of membership. An attempt should be made to qualify new members who are also the primary owners of vessel facilities, at the COXSWAIN level during this first year, also. If not possible, they should reach the COXSWAIN level before the end of the second year of membership.
- e. Establish a Specialty Course Training Program keyed to the needs of the individual flotilla member. In general, the program should be run on one night each week or selected weekend days. As a minimum, this program is to include three sessions, of at least two hours, with the candidate before administering the examination. The goal would be for each member to complete two Specialty Courses each year.
- f. Administer the Air Operations Training Course for members interested in participating in Auxiliary Aviation, either as a Pilot or Air Observer. Coordinate with the FSO-OP in conducting the required training.
- g. When establishing the above training programs, and consolidating into the flotilla's annual Master Plan, it is not expected that the FSO-MT be required to conduct all of the actual training. The FSO-MT should also draw on those instructors who are qualified in the various areas that have committed themselves to assist with the member training. The FSO-MT is, however, expected to "set up" the program and follow up on its operation to ensure that these objectives are met. If necessary, the FSO-MT should also arrange for instructor assistance from other flotillas and the division.
- h. At each flotilla meeting, give a brief progress report on each of the training programs. Describe the progress of each student.
- i. Coordinate with the FSO-IS to assist in maintenance of member qualification records.



## **Marine Dealer Visitor Officer (FSO-MV)**

Ref: Marine Dealer Visitor Manual (M16796.3 Series) (ANSC 5017)  
Marine Dealer Certificate (CG 5234) (ANSC 6022)  
Marine Dealer Visitation Program (CGAUX-43) (ANSC 7046)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the Flotilla's Marine Visitor Program, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Marine Visitor Officer (SO-MV) in order to implement the Marine Dealer Visitor program established for nation-wide, district-wide or division use.
- d. Coordinate and cooperate with the Flotilla Member Training Staff Officer (FSO-MT) to encourage and increase the number of qualified marine dealer visitors.
- e. Maintain a close contact with flotilla marine dealer visitors to encourage increased activity and maintenance of uniformly high standards.
- f. Maintain current records of dealer visits, decal distribution, and for such other purposes as may be required to effectively discharge your responsibilities.

### **SUGGESTED ADDITIONAL MARINE VISITOR STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Co-chair, with the FSO-MT, any required workshops for marine dealer visitors, utilizing nationally approved guides. Establish a follow-up system to ensure that all dealer visitors attend the seminar, offering make-up seminars when necessary.
- b. Do the utmost to ensure the quality and integrity of all such visits.
- c. Encourage continued qualification of new marine dealer visitors by assisting the FSO-MT in organizing and supervising periodic training sessions and workshops.
- d. Maintain current records of marine dealer visits.

- e. Ensure that all forms relating to marine dealer visits are correctly completed and promptly forwarded.
- f. Maintain close liaison with the Division Marine Visitor Staff Officer (SO-MV) to ensure prompt and direct exchange of information vital to the conduct of the marine dealer visitor program. File any reports on marine dealer visits that may be required, on a regular basis.
- g. Report monthly to the Flotilla Vice Commander about the progress and activities involved in carrying out assigned duties and on the status of the marine dealer visits.
- h. In cooperation with the Flotilla Information Systems Staff Officer (FSO-IS), establish a follow-up system to ensure that no examiner loses qualification from failure to perform the required 10 examinations each year.
- i. Maintain a follow-up program on dealer visits to ensure that no visitor loses qualification from a failure to perform the required 4 marine dealer visits each year.
- j. Issue Marine Dealer decals to flotilla visitors and maintain accountability of all decals provided for the flotilla's use.

#### **SPECIFIC DUTIES:**

- a. Oversee and coordinate the Flotilla Marine Dealer Visitation Program, assisting visitors to schedule visits without duplication, assigning areas to ensure that all dealers are covered and providing visitors with decals. Cooperate with the SO-MV and report all visits in the monthly VE reports.
- b. In connection with the Marine Dealer Visitation Program, ensure that all marine dealers in the flotilla's area of responsibility have, as a minimum, an updated schedule of all PE courses and CME stations with contact phone numbers. Ideally, the dealers would be furnished this information in the form of handouts for distribution to customers.

## **Operations Officer (FSO-OP)**

Ref: Auxiliary Operations Policy Manual (M16798.3 series) (ANSC 2007)  
Vessel Facility Inspection & Offer of Use Form (CG-2736) (ANSC 7003)  
Auxiliary Radio Facility Inspection Report (CG-2736A) (ANSC 7004)  
Aircraft Facility Inspection and Offer of Use Form (CG-2736B) (ANSC 7005)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all flotilla operations programs, including search and rescue (SAR), regatta, safety and/or air patrols, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Operations Staff Officer (SO-OP), cooperating in every way, to ensure prompt and direct flow of information vital to authorized Auxiliary operational activities.
- d. Coordinate and cooperate with the Flotilla Member Training Staff Officer (FSO-MT) to develop and supervise training exercises in SAR procedures for Auxiliary facilities. Ensure that every deployment of an operational facility for any activity on behalf of the Coast Guard Auxiliary or Coast Guard is under Coast Guard reimbursable or non-reimbursable patrol orders.
- e. Maintain close contact with facility owning members to encourage operational activity and maintenance of uniformity and high standards.
- f. Maintain current records of Auxiliary facility characteristics including information useful for SAR as may be required to effectively discharge your responsibilities.

### **SUGGESTED ADDITIONAL OPERATIONS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Assume responsibility for the scheduling, organization and conduct of all flotilla operations, including safety patrols, regatta patrols, chart updating patrols, support missions, etc. Ensure that all such activities are performed under Coast Guard reimbursable or non-reimbursable patrol orders. Provide a copy of the schedule of patrols by flotilla members to the SO-OP.

- b. When a member scheduled for a patrol cannot perform the patrol, attempt to have the patrol taken by some other member. Keep the SO-OP advised of any actual or potential vacancy in a previously scheduled patrol.
- c. Encourage and assist with the training and qualification of members in the various aspects of operational activity.
- d. Encourage increased participation in search and rescue training, safety patrols, regatta patrols, chart updating patrols and all other phases of authorized Auxiliary operational programs.
- e. Report monthly to the Flotilla Vice Commander about activities and progress in the operations field.
- f. In coordination with the Flotilla Communications Staff Officer (FSO-CM), arrange for the planning and conduct of communications watch-standing, communications drills, etc. If an FSO-CM is not appointed, assume the duties yourself.
- g. In cooperation with the Flotilla Member Training Officer (FSO-MT), take an active part in the planning and execution of seminars, workshops, forums, and panel discussions for boat crew training, air operations training, and any other operational training.
- h. Co-chair with the FSO-MT, any required seminars for all members qualified under the Boat Crew, Air Operations, Communications Programs, or performing Operational Support Missions, utilizing nationally approved guides. Establish a follow-up system to ensure that all members attend the seminar, offering make-up seminars when necessary.
- i. Maintain up-to-date lists of all facilities and, in coordination with the Flotilla Vessel Examination Staff Officer (FSO-VE) and FSO-CM, facilitate planning for early inspection of facilities.
- j. Ensure that all forms relating to operational activities are completed correctly and promptly forwarded.

#### **SPECIFIC DUTIES:**

- a. Schedule patrols by flotilla facilities at least one month in advance. Each facility owner should perform one patrol, reimbursable or non-reimbursable, each month. The schedule should consider both the facilities and the crews on each facility
- b. Prepare a "crew list" of all members eligible and available to serve as crew.
- c. Report at each meeting the status of the Patrol Schedule for the following month.
- d. Report at each meeting the results of following the current month's schedule; who has patrolled and crewed and which facilities missed any scheduled patrols.

- e. Coordinate with FSO-MT to have as many members as practicable working on boat crew qualification serve on flotilla facilities each weekend.
- f. Coordinate with Flotilla Aids to Navigation Staff Officer (FSO-AN) to have facilities available to perform any verification of private aids.





## **Public Affairs Officer (FSO-PA)**

Ref: Public Affairs Officer Guide (M5728.3 series) (ANSC 5008)  
Unit Monthly Public Affairs Activity (CGAUX-37) (ANSC 7031)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all Auxiliary public affairs and public information matters within the flotilla, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. In cooperation with the Division Public Affairs Staff Officer (SO-PA), establish effective working relationships with the newspaper, radio and television media in a manner which will facilitate coverage of flotilla activities.
- d. Coordinate and cooperate with the Flotilla Public Education Staff Officer (FSO-PE) and Flotilla Vessel Examination Staff Officer, (FSO-VE) to encourage effective coverage of their activities.
- e. Originate, as appropriate, articles for flotilla, division, district and national publications, clearing them with the Flotilla Commander (FC) for forwarding to the SO-PA.
- f. Promote the best possible public image of the Auxiliary in the flotilla and division.

### **SUGGESTED ADDITIONAL PUBLIC AFFAIRS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Develop and direct an organized program of activities to obtain Auxiliary publicity.
- b. Be familiar with the Publications Staff Officer's Guide to originate as appropriate, articles for flotilla, division, district and national publications, clearing articles as required with the Flotilla Commander, Director of Auxiliary, etc.
- c. Promote the best possible image of the Auxiliary.
- d. Assist the FSO-PE and FSO-VE by preparing and distributing all advertising and publicity for services offered to the public.

- e. Assist the Flotilla Career Counselor Staff Officer (FSO-CC) by preparing and distributing all advertising and publicity concerning the Academy Introduction Mission (Project AIM) and the Recruitment Assistance Program (Project RAP).
- f. Cooperate with the Flotilla Publication Staff Officer (FSO-PB) in obtaining action photos of flotilla activity for publication in the flotilla and division newsletters, the district and national publications, and for entering in any district and national photo contests.
- g. Take part in the planning and conducting of seminars, workshops, forums, and panel discussions.
- h. Maintain close liaison with the SO-PA to ensure an effective and coordinated program within the division.
- i. Ensure that all forms in regard to public affairs activity are correctly completed and promptly forwarded.

#### **SPECIFIC DUTIES:**

- a. Mail news releases for all PE Classes to newspapers and radio & TV stations in sufficient time so that publicity is given four weeks before the scheduled start of each class.
- b. Mail news releases concerning all CME stations to be manned by the flotilla to newspapers, radio, & TV stations in sufficient time so that wide publicity is made at least two weeks before the scheduled station.
- c. Mail news releases to newspapers and radio & TV stations concerning other activities of the flotilla so as to create more local knowledge of the Auxiliary and the flotilla in order to create more interest and obtain more members.
- d. Coordinate with the FSA-VE on planned CME stations so as to have sufficient "handouts" available for the non-VEs manning the booth.

## **Publications Staff Officer (FSO-PB)**

Ref: Auxiliary Web Site (<http://www.cgaux.org>)  
Chapter 4, this publication

### **DUTIES**

- a. Be the editor of the flotilla newsletter.
- b. Maintain close liaison with the Division Publications Staff Officer (SO-PB) to ensure a prompt flow of suitable articles and information of interest to the readership within the division and district.
- c. Encourage all flotilla members to submit articles of interest for inclusion in the flotilla newsletter.
- d. Develop and maintain a file of photographs of flotilla activities as may be appropriate for use in the flotilla and division publication or for use by the Flotilla Public Affairs Staff Officer (FSO-PA).

### **SUGGESTED ADDITIONAL PUBLICATIONS STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Assist in the preparation, Director's clearance and publication of unit publications. Promptly submit articles for publication.
- b. Cooperate with the Public Affairs Staff Officer in obtaining action photos of flotilla activity for publication in the flotilla and division newsletters, the district and national publications, and for entering in any district and national photo contests.
- c. Report monthly to the Flotilla Vice Commander on activities and progress in carrying out these duties.
- d. Maintain a file of all unit publications and/or articles submitted to other publications.

#### **SPECIFIC DUTIES:**

- a. Mail to all members of the flotilla each issue of the division's publication within 2 days of receipt.
- b. Mail to all members of the flotilla the flotilla's newsletter, containing a summary of the last meeting, within 2 days of receipt. This mailing should include all retired members and all prospective members. An additional distribution to the following is required: DIRAUX,

DCO, VCO, RCO(area), DSO-PB, ADSO-PBB, DCP, VCP, SO-PB and all FCs in the division.

- c. Mail a copy of the newsletter, containing the identification of your District (Region), to:

The Coast Guard Auxiliary Collection  
J. Y. Joyner Library  
East Carolina University  
Greenville, NC, 27858-4353.

## **Public Education Officer (FSO-PE)**

Ref: Auxiliary Web Site (<http://www.cgaux.org>)

Public Education Course Report (CGAUX-28) (ANSC 7033)

**NOTE:** A one-time issue was made to Flotillas and Divisions of the Public Education Officers Guide. These are intended to be passed on to each successive FSO-PE. If you do not have one, ask previous FSO-PE and SO-PE if they still have it in their files.

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the public education program, which includes the scheduling, organization and conduct of flotilla public education activities; and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in support of the public education program. The schedule must include a specified time and place for the activity.
- c. Maintain close liaison with the Division Public Education Staff Officer (SO-PE) in order to implement the public education programs established for nation-wide, district-wide and division-wide use.
- d. Coordinate and cooperate with the Flotilla Member Training Officer (FSO-MT) to increase the number of qualified instructors.
- e. Maintain a close contact with flotilla instructors to encourage increased activity, and maintenance of uniformly high standards.
- f. Forward to the SO-PE such methods, training aids, course materials, or other educational tools developed within the flotilla that may have division-wide application

### **SUGGESTED ADDITIONAL PUBLIC EDUCATION STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Report monthly to the Flotilla Vice Commander all progress and activities in the field of public education.
- b. Supervise and coordinate the activities of all individuals appointed to assist you with the PE program.
- c. With the Flotilla Public Affairs Staff Officer (FSO-PA), plan, organize and direct programs and activities to promote and publicize boating safety and Auxiliary public education courses in schools systems, camps, clubs and industry groups.

- d. With the Flotilla Personnel Services Staff Officer (FSO-PS) plan to have the Auxiliary and Auxiliary membership discussed with the students in each public education course.
- g. Assist the Flotilla Member Training Staff Officer (FSO-MT) in organizing periodic workshops and any required headquarters approved seminars, in the training of instructors, and in instructor improvement programs.
- h. Encourage and assist in the development of training aids for use by flotilla instructors, and in the participation in the district and national training aids contests.
- i. Maintain familiarity with the course content and instructional requirements of all approved public education courses.
- j. Ensure that all forms relating to public education activities are correctly completed and promptly forwarded.

**SPECIFIC DUTIES:**

- a. Appoint a class chairman for each PE course conducted whose duties are to attend each class and provide the projectors, slides and other audio-visual aids for use by the instructors. Detailed duties of the class chairperson are given in Chapter 14 of CG-336, Auxiliary Instructors Text.
- b. Coordinate with the FSO-PA on the schedule of PE classes so that media notices of each class will appear at least 4 weeks before the start of the class.
- c. Coordinate with the Flotilla Finance Staff Officer (FSO-FN) so that a sufficient supply of text books is available for each PE class.
- k. Maintain an up-to-date inventory, and custody list, of all Coast guard and flotilla-owned property for use in the public education program. This is to include all movie and slide projectors, video players and monitors, film tapes, CD-ROMs, and slides, and any other audio-visual aids. Coordinate and cooperate with the applicable staff officers in keeping the inventory and custody list correct.

## **Personnel Services Officer (FSO-PS)**

Ref: Membership Recruiting and Retention Guide, COMDTPUB P16794.12 (Series)  
Chapter 1, Appendix 1 D this publication  
Prospective Member Interview Record (CGAUX -2) (ANSC 7036)  
Enrollment Application (CGAUX-32) (ANSC 7001)  
Member Transfer Request (CGAUX-4) (ANSC 7056)  
Change of Membership Status (CGAUX-36) (ANSC 7035)  
AUXMAN, Chap. 10 - Uniforms  
Uniform Procurement Guide (ANNUAL)(ANSC 7053)  
Auxiliary Uniform Order Form (ANSC 7051)  
Auxiliary Uniform Size Chart (ANSC 7052)  
Price List, Uniform Distribution Center (ANSC 7055)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's member resources program, and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Personal Services Staff Officer (SO-PS) in order to implement the member resources programs established for nation-wide, district-wide or division-wide use.
- d. Coordinate and cooperate with the Flotilla Public Affairs Staff Officer (FSO-PA) in publicizing the member resources program.
- e. Effectively implement the member resources program in accordance with prescribed procedures.

### **SUGGESTED ADDITIONAL PERSONNEL SERVICES STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Develop and implement programs and activities to promote the growth of the Auxiliary, by obtaining new members, so that all nearby boating areas will be better served.
- b. Develop biographical files of the members and maintain other records of advanced training and offices held that may be appropriate for use by the Flotilla Commander in filling staff and/or committee positions, recommendations for awards, etc.

- c. Develop and implement programs and activities designed to retain members with particular emphasis to contacting members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Look for symptoms of potential drop-out: missed meetings, no CME, OP, or PE activity. Contact these members directly and try to involve them in any of the cornerstone or other programs, or in advanced training.
- d. Prior to final action by the Flotilla Commander on a disenrollment request, or disenrollment action initiated by the flotilla, contact the member involved. Ascertain what caused the proposed action and provide counsel. Perhaps retired status would be more appropriate than disenrollment. Provide the Flotilla Commander a written summary of the action taken, and results, for each case.
- e. In cooperation with the Flotilla Public Education Staff Officer (FSO-PE) and class instructors, present the Auxiliary Story to each public education class and invite them to apply for membership.
- f. In cooperation with the Flotilla Vessel Examination Staff Officer (FSO-VE), ensure that all Vessel Examiners have a supply of the "Join the Auxiliary" pamphlets, stamped with information on who to contact, to provide to prospective members while conducting a CME.
- g. Follow-up all prospective membership leads from public education classes, boat shows, telephone queries, and other sources to ensure that every effort is expended to acquire good members.
- h. Encourage members to bring prospective members as guests to the meetings and other suitable activities.
- i. Meet visitors and prospective members who come to flotilla meetings. Ensure they are properly introduced to the membership.
- j. In cooperation with the Flotilla Member Training Staff Officer (FSO-MT), encourage and guide new members through the new member process and encourage their further participation in advanced training.
- k. Actively take part in the planning and execution of seminars, workshops, forums, and panel discussions.
- l. Maintain contact with Retired Members of the flotilla. Ensure they are informed of flotilla activities and are invited to participate where permitted.
- m. Report monthly to the Flotilla Vice Commander on activities and progress in membership growth and retention and the status of the flotilla member resources program.



## **SPECIFIC DUTIES:**

- a. Two weeks before each flotilla meeting follow-up with each prospective member with a phone call. Extend an invitation to the meeting. The aim is not to annoy the individual but to let them know we are genuinely interested and ready to assist. Continue to follow-up until prospect becomes a member.
- b. Follow-up on every member that missed a meeting with a phone call during the week following the meeting. See if there was some problem causing the absence that the flotilla should address. Make another call to those same members during the week of the next meeting to remind them of, and stress the importance of attending. It is not the goal to badger people who miss an occasional meeting, but rather to let them know they were missed and that the flotilla considers them a valuable asset.
- c. Present a "sales pitch" at some time during each PE course. Arrange with the FSO-PE and/or class chairpersons of each course to have instructors mention membership in the Auxiliary at several lessons throughout the course and not depend solely on the pitch by the FSO-PS. Show the Auxiliary slide show and try to create an interest in joining.
- d. At each flotilla meeting report on all phone calls made after the preceding meeting and before the current meeting and the results of each. You should also report on the status of prospective members and any new prospective members added since the last meeting. It should be the goal to add at least one new prospective member each month.
- e. Furnish the FSO-SR with the names and addresses of new prospective members to keep the FSO-SR mailing list of all regular members, and prospective members up-to-date.



## **Secretary/Records Staff Officer (FSO-SR)**

Ref: Auxiliary -- Record of Unit Meeting (CG-3615) (ANSC 7017)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Maintain close liaison with the Division Secretary/Records Staff Officer (SO-SR).
- b. Be responsible for the recording and publication of the minutes of the flotilla when it meets in official sessions.
- c. Maintain a current record of flotilla officers, committee assignments and such other appointments as may be made by the FC.
- d. Maintain a current list of division officers.
- e. Maintain such other records as may be required to ensure the correctness and continuity of administration.

### **SUGGESTED ADDITIONAL SECRETARY/RECORDS OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. Assume staff responsibility for matters pertaining to administrative and personnel reporting.
- b. Maintain a current roster of flotilla members. Cooperate with the Flotilla Information System Staff Officer (FSO-IS) in ensuring the member's records in AUXMIS are correct.
- c. Maintain a copy of the division and flotilla Standing Rules and other records as may be required to ensure the correctness and continuity of administration.
- d. Conduct ballot by mail when so directed.
- e. Submit articles to the unit publication when deemed necessary to keep the membership informed or when requested.
- f. Actively take part in the planning and execution of seminars, workshops, forums, and panel discussions.
- g. Report monthly to the Flotilla Vice Commander about the activities and progress in carrying out these duties.

**SPECIFIC DUTIES:**

- a. **Maintain mailing lists for all members, and prospective members. Coordinate with FSO-PS and FSO-IS to ensure a correct, up-to-date list.**
- b. **Make a monthly mailing of the flotilla meeting notice, with meeting agenda, to all categories of members. Notices are to be mailed so as to be delivered no later than the Monday prior to the meeting.**

## **Vessel Examination Staff Officer (FSO-VE)**

Ref: Auxiliary VE Instructor Guide (CIM16796.4) (ANSC 2003)  
Vessel Examiner Student Material (ANSC 2000)  
Includes: Auxiliary VE Manual (CIM16796.2) (ANSC 2001)  
Auxiliary VE Study Guide (CIM16796.5) (ANSC 2002)  
CME Checklists 1995 (AUX-204) (ANSC 7012)  
CME Card & Instruction (CME Info System, CG-5232) (ANSC 7045)  
Personal Watercraft Craft Check Sheet (AUX-204A) (ANSC 7011)  
PFD Panda Award Card (ANSC 6048)  
Vessel Facility Check Off Form (CG-2736) (ANSC 7003)  
Auxiliary Web Site (<http://www.cgaux.org>)

### **DUTIES**

- a. Exercise staff responsibility and supervision over all matters pertaining to the flotilla's CME program, and the inspection of facilities; and keep flotilla members informed of all developments in the program.
- b. Unless otherwise directed, you are to schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Maintain close liaison with the Division Vessel Examination Staff Officer (SO-VE) to implement the CME program established for district-wide or division use.
- d. Coordinate and cooperate with the Flotilla Member Training Staff Officer (FSO-MT) to encourage and increase the number of qualified vessel examiners.
- e. Maintain a close contact with flotilla vessel examiners to encourage increased activity and maintenance of uniformly high standards.
- f. Maintain current records of facility inspections, CMEs, decal distribution, and for such other purposes as may be required to effectively discharge your responsibilities.

### **SUGGESTED ADDITIONAL VESSEL EXAMINATION STAFF OFFICER DUTIES**

#### **GENERAL DUTIES:**

- a. In coordination with the Flotilla Operations Staff Officer (FSO-OP), develop and direct an organized program of early activity for securing 100% facility inspections prior to the district deadline date. Provide facility owners a copy of checklist at least 2 weeks in advance of inspections.

- g. Co-chair, with the FSO-MT any required seminars for vessel examiners utilizing nationally approved guides. Establish a follow-up system to ensure that all attend the seminar, offering make-up seminars when necessary.
- h. Do the utmost to ensure the quality and integrity of all such examinations and inspections.
- i. Actively advertise the CME program to the public, coordinating with the Flotilla Public Affairs Staff Officer (FSO-PA), and foster a close understanding of the programs among state and municipal boating officials for the purpose of stimulating greater public participation and increased examiner activity.
- j. Encourage continued qualification of new examiners by assisting the FSO-MT in organizing and supervising periodic training sessions, seminars and workshops.
- k. Maintain current records of facility inspections and courtesy examinations.
- l. Ensure that all reports relating to courtesy examinations and facility inspections are correctly completed and promptly forwarded.
- m. Maintain close liaison with the Division Vessel Examination Staff Officer (SO-VE) to ensure prompt and direct exchange of information vital to the conduct of the CME program.
- n. Report monthly to the Flotilla Vice Commander about the progress and activities involved in carrying out assigned duties and on the status of the courtesy examination program and facility inspections.
- o. In cooperation with the Flotilla Information Systems Staff Officer (FSO-IS), establish a follow-up system to ensure that no examiner loses qualification from failure to perform the minimum number of courtesy examinations each year.
- p. Issue CME decals (Seals of Safety) to flotilla examiners, and maintain accountability of all decals provided for the flotilla's use.

#### **SPECIFIC DUTIES:**

- a. Qualified VEs with at least one other non-VE flotilla member should man each ramp, at which the flotilla routinely examines, with a CME station every Saturday, Sunday, and Holiday during CME Month (15 May – 15 June). The schedule of ramps to be manned and the list of personnel manning should be finalized before the April meeting.
- b. Examiners should be assigned each weekend to specific marinas, at which the flotilla routinely examines boats, with particular emphasis on CME month.
- c. The FSO-VE will report at each flotilla meeting which ramps were manned during the preceding month and which marinas were covered. The examining plan for the following month should be finalized.